Notice of Opportunity for Funding

New Jersey AmeriCorps Formula Application Guidelines

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Rowena Madden
Executive Director
New Jersey Commission on National and Community Service

For Program Year 2010/2011

Application Due Date: April 26, 2010

TABLE OF CONTENTS

SECTION 1: GRANT PROGRAM INFORMATION

1.1   DESCRIPTION OF THE GRANT PROGRAM

AmeriCorps is a national service network that provides full- and part-time opportunities for participants, called members, to serve their communities and build the capacity of organizations to meet local needs. The New Jersey Commission on National and Community Service, New Jersey Department of State, seeks to fund local initiatives and utilize the AmeriCorps model to increase civic responsibility and improve New Jersey's communities by deploying AmeriCorps members to provide services in the **issue areas** of **Community and Economic Development, Disaster Recovery/Relief, Education, the Environment, Health/Nutrition, Homeland Security, Human Needs, Housing, Veterans, Opportunity and Public Safety.**

Through this AmeriCorps Formula Notice of Funding Opportunity (NOFO), the New Jersey Commission on National and Community Service (hereinafter, the Commission) seeks submission of applications which can provide quality and innovative AmeriCorps programs that address one or more of the nationally prescribed issue areas. The following are some examples of service activities within the issue areas:

Community and Economic Development: Community-based Volunteer Programs; Community Revitalization/Improvement;   Consumer   Education;   Cooperatives/Credit   Unions;   Food Production/Community Gardens/Farming; Job Development/Placement; Management Consulting; Micro Enterprise; Other Economic and Community Development; Public Safety; Regional/State/City Planning; Small/Minority Business Development; Social Services Planning & Delivery Systems/Community Organization; Tax Counseling; Technology Access; Thrift Store; Transportation Services and Welfare to Work.

Disaster Recovery/Relief: Disaster Mitigation; Disaster Preparedness; Disaster Recovery; Disaster Response and other Disaster.

Education: Adult Education and Literacy; After School Programs; America Reads; Computer Literacy; Cultural Heritage; ESL; Elementary Education; GED/Dropouts; Head Start/School Preparedness; Job Preparedness/School to Work; Library Services; Other Education; Pre-Elementary Day Care; Secondary Education; Special Education; Tutoring & Child Literacy-Elementary; Tutoring & Child Literacy – High School; Tutoring & Child Literacy – Middles School; Vocational Education and Youth Leadership/Development.

Clean Energy/Environment: Clean Air; Clean and Safe Water; Community Restoration/Clean Up; Energy Conservation; Environmental Awareness; Indoor Environment; Other Environment; Toxic Waste Management; Waste Reduction Management, and Recycling and Wildlife; Land & Vegetation Protection or Restoration.

Health/Nutrition: Boarder Babies; CHIOS/SCHIPS; Congregate meals; Delivery of Health Services; Food Distribution/Collection; HIV/AIDS; Health Education; Health Screening; Hospice/Terminally Ill; Immunization; In-Home Care; Maternal/Child Health Services; Mental Health ; Mental Retardation; Other Health/Nutrition; Physical Disabilities Programs and Substance Abuse.

Homeland Security: Disaster Preparedness/Relief; Public Health; Other Homeland Security and Public Safety.

Human Needs: Adoption; Adult Day Care/Senior Center; Companionship/Outreach; Crisis Intervention; Intensive Mentoring (at least 1 hour weekly for at least 9 months); Mentoring; Other Human Needs; Respite; Senior Center Program (Non Residential); Senior Citizen Assistance and Teen Pregnancy/Abstinence/Parent Support.

Housing: Home Management Support/Education; Homeless; Housing Referrals/Relocation/Other; Housing Rehabilitation/Construction; Independent Living-Disabled; Independent Living – Seniors; Other Housing; Tenant Organizations and Transitional Housing.

Public Safety: Adult Offender/Ex-Offender Services/Rehabilitation; Child Abuse/Neglect; Children & Youth Safety Program; Community Policing/Community Patrol; Conflict Resolution/Mediation; Crime Awareness/Crime Avoidance; Elder Abuse/Neglect; Family Violence; Improvement of Household Security; Juvenile Justice, Delinquency, Gangs; Legal Assistance; Neighborhood Watch/Block Watch; Other Public Safety; Safe Havens; Safety/Fire Prevention/Accident Prevention; Sexual Abuse/Rape and Victim/Witness Assistance.

Veterans: Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veterans in service.

Opportunity: Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.

In addition to addressing specific community needs through direct service, the Commission seeks to fund programs that can provide a plan for the development of their AmeriCorps members. They must provide orientation training, content-specific training in their direct service activity, training and service-learning activities to increase an ethic of service and civic responsibility, opportunities for skill-building and professional development, and educational opportunities or benefits. They must promote esprit de corps, and recognize members' achievements.

In return for their service, AmeriCorps members receive a living allowance of up to **$11,800** if full-time throughout the course of their service, and benefit from an educational award of up to **$5,350** upon completion of their term of service, which is held in trust for them at the National Service Trust. They also receive skills and exposure to a work setting which can translate into a possible future career path and increased civic responsibility.

AmeriCorps programs must also strengthen communities. New Jersey's communities achieve an enhanced living environment and better quality of life as a result of the AmeriCorps presence. AmeriCorps members are expected to engage in capacity building through volunteer generation and management. Program designs must also address support for smaller community organizations and the building of partnerships with secular and faith-based organizations.

In order to accomplish these results, the Corporation for National and Community Service and the Commission are offering the opportunity to compete for a three-year cycle of Formula AmeriCorps programs. **Awards from this competitive NOFO will implement the first year of the program which runs from September 1, 2010 to August 31, 2011.**

These guidelines will set forth the instructions necessary to complete application submissions on eGrants.

1.2 ELIGIBILITY TO APPLY

Eligibility is open to public or private non-profit organizations, including community organizations including faith-based organizations; Local Education Agencies (LEAs) including charter schools; institutions of higher education; government entities within the state (e.g., cities/municipalities, counties, state departments); Indian Tribes; labor organizations; and partnerships or consortia consisting of the aforementioned.

Any organization described in Section 501 © (4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 © (4) that engages in lobbying activities is not eligible to apply, serve as a host site for member placements, or act in any type of supervisory role in AmeriCorps programs.

AmeriCorps Formula applications will compete first at the state level and those that achieve a score of 70 or above will be eligible to compete at the national level at the Corporation for National and Community Service. AmeriCorps Formula applications must be selected at both the state and national level in order to receive funding for the program year.

Only applications submitted by agencies that attend one of the technical assistance workshops listed in section 1.5 will be accepted.

1.3 STATUTORY/REGULATORY SOURCE AND FUNDING

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. In addition to the program requirements outlined in this NOFO, applicants should refer to the new AmeriCorps regulations, 45 CFR §§ 2520-2550 (www.americorps.gov/about/ac/ and www.americorps_rule_register.pdf)

The **AmeriCorps Formula** program is federally funded and requires a local combination of significant cash and/or in-kind match.

This is Year 1 of 3 of a multi-year grant period covering the following funding periods:
- Year 1   September 1, 2010 to August 31, 2011
- Year 2   September 1, 2011 to August 31, 2012
- Year 3   September 1, 2012 to August 31, 2013.

Applicants applying for AmeriCorps Formula may apply for up to 20 MSY's (FTE's) and $260,000 for Year 1. Applications will only be evaluated at the state level.

There is a single overall minimum match of 24% for the first three-year funding cycle which gradually increases to 50% by year ten. A more detailed explanation of these match requirements can be found in *Section 2.3 Budget Requirements* of this NOFO.

The total federal funding for an AmeriCorps program is based on a cost per Member Service Year (MSY) of **$13,000**. The maximum amount of funds an applicant can receive is dependent on the number of full-time AmeriCorps members requested, multiplied by the maximum cost per MSY of $13,000. For example, an applicant requesting 20 full-time members may apply for a maximum of $260,000 and a program of 18 members may apply for a maximum of $234,000.

Final awards are subject to the availability of AmeriCorps Formula funds. If balances are available, or if additional funds become available during the fiscal year, the next highest scoring application(s) above 70 points which includes all required components, may become eligible for award.

1.4   DISSEMINATION OF THIS NOTICE

The Commission will make this competitive NOFO available to public or private non-profit organizations, community organizations, including faith-based organizations; Local Education Agencies (LEAs) including charter schools; institutions of higher education; county superintendents, government entities within the state (e.g., cities/municipalities, counties, state departments); Indian Tribes and intermediaries based upon the eligibility statement.

Additional copies of this NOFO can be obtained at the following web-site: www.nj.gov/state.

1.5   TECHNICAL ASSISTANCE

Three Technical Assistance Workshops will be held:

Monday, March 22, 2010, 10:00 a.m. -12:30 p.m.: American Red Cross of Northern NJ, Historic Meeting Room, 209 Fairfield Road, Fairfield, NJ 07004.

Thursday, March 25, 2010, 10:00 a.m. – 12:30 p.m.: Records Storage Center, 2300 Stuyvesant Avenue, Trenton,

Thursday, April 1, 2010, 10:00 a.m. - 12:30 p.m.: Burlington County Library, 1619 Riverton Road, Cinnaminson, NJ.

Only applications submitted by agencies that attend one of the technical assistance sessions listed above will be accepted.

Pre-registration is requested by calling Vanessa McCall or Kathy Daniels at 609-633-9627. Registrants requiring special accommodations for the Technical Assistance Workshops should identify their needs at the time of registration.

1.6 APPLICATION SUBMISSION

The New Jersey Commission on National and Community Service, Department of State operates this grant program in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, *will not accept late applications*. The responsibility for a timely submission resides with the applicant.

Formula applications must be submitted electronically on eGrants **NO LATER THAN 4:00 PM ON Monday, April 26, 2010.**

Applications must be submitted to the corresponding NJ Commission Prime application on eGrants. Once the applicant has verified and submitted their application on eGrants, they must print out the full application and mail **four copies of it along with 1.) Evaluations, if required, and 2.) Labor Union Concurrence (If applicable).**

Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in the application instructions. They will not be reviewed or returned. Please send documents to the address below:

NJ Commission on National and Community Service
NJ Department of State
PO Box 456, 3rd floor
225 West State Street
Trenton, NJ 08625
ATTN: Ivette Del Rio Ramos

Using eGrants:
- We suggest you first prepare and save your application as a word processing document prior to inputting it into eGrants, then copy and paste the document into eGrants.
- We strongly encourage you to create your eGrants account and begin your application at least three weeks prior to the final submission deadline and begin pasting your application into eGrants no later than 10 days before the deadline. This will allow you time to address technical issues prior to the deadline. Technical issues are more likely to be considered as a factor in allowing a late submission if you begin entering your application within this time frame.
- Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants. Do not use any of these in your application.
- Adhere to all the character limits indicated in the application instructions. Characters include all the letters, punctuation, and spaces in your document. Your word processing software, (e.g., Microsoft Word) can provide a character count.

Technical Difficulties with eGrants: Contact the e-Grants Help Desk at 202-606-7506 or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application. Be prepared to provide your application ID. If you think you may be unable to submit your application by the deadline due to technical issues, contact the e-Grants Help Desk prior to the 4:00 p.m. Eastern Time deadline to explain your technical issue and get a ticket number. If your issue is not resolved within the next 24 hours, you will be asked to submit a hard copy application according to the directions below.

Paper Applications: If you are unable to access e-Grants at all, please submit a hard copy application and a copy of your application on disk or CD. Submit these items via overnight carrier or hand deliver to the address above. Your hard copy application must be received no later than 4:00 p.m. Eastern Time on the deadline.

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is know as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the Employer Identification Number. DUNS numbers be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at http://www.dnb.com. The website indicates a 24 hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of $99 by calling the DUNS number request line.

1.7   REPORTING REQUIREMENTS

Grant recipients are required to submit periodic project and fiscal progress reports. Reports for this program during the first year will be due as follows:

Fiscal and Program Progress Reports

Automated Progress Report (APR)	Reporting Period	Due Date
1st Interim	9/1/10-12/31/11	1/10/11
2nd Interim	9/1/10-3/31/11	4/10/11
3rd Interim	9/1/10-6/30/11	7/10/11
4th Final	9/1/10-8/31/11	10/15/11

DOS Expenditure Report (Attachment C)
Federal Periodic Expense Report (PER)

Financial Status Report (FSR)	Reporting Period	Due Date
1st Interim	9/1/10-12/31/11	1/10/11
2nd Interim	9/1/10-3/31/11	4/10/11
3rd Interim	9/1/10-6/30/11	7/10/11
4th Final	9/1/10-8/31/11	10/15/11

The intent of this section is to provide the applicant with the program framework within which it will plan, design, and develop its proposed project to meet the purpose of this grant program. Before preparing applications, potential applicants are advised to review Section 1.1, Description of the Grant Program, of this NOFO to ensure a full understanding of the Corporation and Commission's vision and purpose for offering the program. Additionally, the information contained in Section 2 will complete the applicants' understanding of the specific considerations and requirements that are to be considered and/or addressed in their projects.

2.1   PROJECT DESIGN CONSIDERATIONS

The Corporation on National and Community Service funds and supports high-quality programs that develop an ethic of civic responsibility in those who participate, strengthen communities, and help meet needs through service in the issue areas of the **Community and Economic Development, Disaster Recovery/Relief, Education, the Environment, Health/Nutrition, Homeland Security, Human Needs, Housing, Opportunity, Veterans and Public Safety.**

Your program should provide opportunities for your community to define and solve its problems. Successful applicants are able to demonstrate that their program or the service offered builds the capacity of nonprofit organizations to meet community needs and provides a benefit that the community values.

AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may use AmeriCorps members to organize volunteers to renovate low-income housing or build a playground in a vacant lot. You may engage members in education service projects such as tutoring or mentoring and recruit local volunteers to do so. Members may clean up streams or restore urban parks alongside community residents. AmeriCorps members may help recruit, support, and manage community volunteers who support homeland security. Members may perform a wide variety of activities to enhance the capacity of the nonprofit organization in which they serve to meet community needs, including raising funds for approved projects, conducting research to maximize the impact of the organization, and providing support to staff in carrying out critical functions.

Applications will be assessed on the substance of what they propose to do. Applicants need to demonstrate the relationship of the proposed activity with AmeriCorps members to the outputs and outcomes the potential grantee hopes to accomplish.

2.2   PROJECT REQUIREMENTS

I. PROGRAM DESIGN (45 C.F.R. §2522.425)
In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

1. **Rationale and Approach**. In evaluating your rationale and approach, the Corporation considers the following criteria:
   - Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
   - Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;
   - Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
   - The extent to which your proposed program or project: a.) effectively involves the target community in planning and implementation, b.) builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation, and c.) is designed to be replicated.

2. **Member Outputs and Outcomes**. In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:
   - Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
   - If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;
   - Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
   - Demonstrates well-designed training or service activities that promote and sustain post-service, and ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
   - If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

3. **Community Outputs and Outcomes.** In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:
   - Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;
   - Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);
   - Generates and supports volunteers to expand the reach of your program in the community; and
   - Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

II. ORGANIZATIONAL CAPABILITY (45 C.F.R. §2522.430)

In evaluating your organizational capability, the Corporation considers the following:

- The extent to which your organization has a sound structure including: a.) the ability to provide sound programmatic and fiscal oversight, b.) well-defined roles for your board of directors, administrators, and staff, c.) a well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement, and d.) the ability to provide or secure effective technical assistance.
- Whether your organization has a sound record of accomplishment as an organization, including the extent to which you a.) generate and support diverse volunteers who increase your organization's capacity, b.) demonstrate leadership within the organization and the community served, and c.) if you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards.
- The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by a.) collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations, b.) local financial and in-kind contributions, and c.) supporters who represent a wide range of community stakeholders.

In applying this criteria to each proposal, the Corporation may take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth; and
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

III. COST-EFFECTIVENESS AND BUDGET ADEQUACY (45 C.R.F. § 2522.435)

In evaluating the cost-effectiveness and budget adequacy of your proposed program, the Corporation considers the following:

- Whether your program is cost-effective based on a.) your program's proposed Corporation cost per MSY, as defined in § 2522.485, and b.) other indicators of cost-effectiveness, such as:
  o the extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability,
  o if you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals, or
  o if you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs, and
- Whether your budget is adequate to support your program design.

In applying the cost-effectiveness criteria in this section, the Corporation will take into account the following circumstances of individual programs:

- Program age, or the extent to which your program brings on new sites;
- Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;
- Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and,
- Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

In addition to the selection criteria above, the AmeriCorps regulations include other pertinent information.

Member Direct Service Activities (§2520.25)

The AmeriCorps members you support under your grant may perform direct service activities that will advance the goals of your program, that will result in a specific identifiable service or improvement that otherwise would not be provided, and that are included in, or consistent with, your Corporation-approved grant application. Your members' direct service activities must address local environmental, educational, public safety (including disaster preparedness and response), or other human needs. Direct service activities generally refer to activities that provide a direct, measurable benefit to an individual, a group, or a community. Examples of the types of direct service activities AmeriCorps members may perform include, but are not limited to, the following:

- Tutoring children in reading;
- Helping to run an after-school program;
- Engaging in community clean-up projects;
- Providing health information to a vulnerable population;
- Teaching as part of a professional corps;
- Providing relief services to a community affected by a disaster; and
- Conducting a neighborhood watch program as part of a public safety effort.

Member Capacity-Building Activities (§2520.30)

Capacity-building activities that AmeriCorps members perform should enhance the mission, strategy, skills, and culture, as well as systems, infrastructure, and human resources of an organization that is meeting unmet community needs. Capacity-building activities help an organization that is meeting unmet community needs. Capacity-building activities help an organization gain greater independence and sustainability. The AmeriCorps members you support under your grant may perform capacity-building activities that advance your program's goals and that are included in, or consistent with, your Corporation or Commission approved grant application. Examples of capacity-building activities your members may perform include, but are not limited to, the following:

- Strengthening volunteer management and recruitment, including:
  - o Enlisting, training, or coordinating volunteers;
  - o Helping an organization develop an effective volunteer management system;
  - o Organizing service days and other events in the community to increase citizen engagement;
  - o Promoting retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high-quality experience; and
  - o Assisting an organization in reaching out to individuals and communities of different backgrounds when encouraging volunteering to ensure that a breadth of experiences and expertise is represented in service activities.
- Conducting outreach and securing resources in support of service activities;
- Helping build the infrastructure of the sponsoring organization, including:
  - o Conducting research, mapping community assets, or gathering other information that will strengthen the sponsoring organization's ability to meet community needs;
  - o Developing new programs or services in a sponsoring organization seeking to expand;
  - o Developing organizational systems to improve efficiency and effectiveness;
  - o Automating organizational operations to improve efficiency and effectiveness;
  - o Initiating or expanding revenue generating operations directly in support of service activities; and

- o   Supporting staff and board education;
- Developing collaborative relationships with other organizations working to achieve similar goals in the community, such as:
  - o   Community organizations, including faith-based organizations;
  - o   Foundations;
  - o   Local government agencies;
  - o   Institutions of higher education; and
  - o   Local education agencies or organizations.

Volunteer Recruitment and Support (§2520.35)

Unless the Corporation or the State Commission, as appropriate, approves otherwise, some component of your program that is supported through the grant awarded by the Corporation must involve recruiting or supporting volunteers. If you demonstrate that requiring your program to recruit or support volunteers would constitute a fundamental alteration to your program structure, the Corporation (or the State Commission for formula programs) may waive the requirement in response to your written request for such a waiver in the grant application.

Members and Fundraising (§2520.40)

AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
- Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- Securing supplies and equipment from the community to enable volunteers to help build houses for low income individuals;
- Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- Seeking donations from alumni of the program for specific service projects being performed by current members.

AmeriCorps members may not:
- Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
- Write a grant application to the Corporation or to any other Federal agency.

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

Member Education and Training Activities (§2520.50)

No more that 20 percent of the aggregate of all AmeriCorps member service hours in your program, as reflected in the member enrollments in the National Service Trust, may be spent in education and training activities. Capacity-building activities and direct service activities do not count towards the 20 percent cap on education and training activities.

Tutoring (§§ 2522.900 through 2522.950)

§2522.900 *Tutor* is defined as someone whose primary goal is to increase academic achievement in reading or other core subjects through planned, consistent, one-to-one or small-group sessions and activities that build on the academic strengths of students in kindergarten through 12th grade, and target their academic needs. A tutor does not include someone engaged in other academic support activities, such as mentoring and after-school program support, whose primary goal is something other than increasing academic achievement. For example, providing a safe place for children is not tutoring, even if some of the program activities focus on homework help.

§2522.901 If the tutor is considered to be an employee of the Local Education Agency or school, as determined by State law, then the tutor must meet the paraprofessional qualifications under No Child Left Behind Act, as required in 34 CFR 200.58.

If the tutor is not considered to be an employee of the Local Education Agency or school, as determined by State law, then the tutor must meet the following qualifications:
- High School diploma or its equivalent, or a higher degree OR proficiency test, as described in § 2522.930 of this subpart; and
- Successful completion of pre- and in-service specialized training, as required in §2522.940 of this subpart.

§2522.920   The qualifications requirements in § 2522.910 of this subpart do not apply to a member who is a K–12 student tutoring younger children in the school or after school as part of a structured, school-managed cross-grade tutoring program.

§ 2522.930   If a member serving as a tutor does not have a high-school diploma or its equivalent, or a higher degree, the member must pass a proficiency test that the program has determined effective in ensuring that members serving as tutors have the necessary skills to achieve program goals. The program must maintain in the member file of each member who takes the test documentation on the proficiency test selected and the results.

§ 2522.940 A program in which members engage in tutoring for children must:
- Articulate appropriate criteria for selecting and qualifying tutors, including the requirements in § 2522.910 of this subpart;
- Identify the strategies or tools it will use to assess student progress and measure student outcomes;
- Certify that the tutoring curriculum and pre-service and in-service training content are high-quality and research-based, consistent with the instructional program of the local educational agency or with State academic content standards;
- Include appropriate member supervision by individuals with expertise in tutoring; and
- Provide specialized high-quality and research-based, member pre-service and in-service training consistent with the activities the member will perform.

§ 2522.950 If your program does not involve tutoring as defined in § 2522.900 of this subpart, the Corporation will not impose the requirements in § 2522.910 through § 2522.940 of this subpart on your program.

At a minimum, you must articulate in your application how you will recruit, train, and supervise members to ensure that they have the qualifications and skills necessary to provide the service activities in which they will be engaged.

Performance Measures and Evaluation (§§ 2522.500 through 2522.740)

Before you complete the Performance Measures, please review 45 CFR §§ 2522.500– 2522.650.

This subpart sets forth the minimum performance measures and evaluation requirements that you as a Corporation or Commission applicant or grantee must follow. The performance measures that you, as an applicant, propose when you apply will be considered in the review process and may affect whether the Corporation or Commission selects you to receive a grant. Your performance related to your approved measures will influence whether you continue to receive funding. Performance measures and evaluations are designed to strengthen your AmeriCorps program and foster continuous improvement, and help identify best practices and models that merit replication, as well as programmatic weaknesses that need attention.

§ 2522.530 If performance measurement and evaluation costs were approved as part of your grant, you may use your program grant funds to support them, consistent with the level of approved costs for such activities in your grant award.

§ 2522.540 The costs of performance measurement and evaluation do not count towards the statutory five percent cap on administrative costs in the grant.

Performance Measures: Requirements and Procedures § 2522.550
All grantees must establish, track, and assess performance measures for their programs. As a grantee, you must ensure that any program under your oversight fulfills performance measure and evaluation requirements. In addition, you must:
- Establish ambitious performance measures in consultation with the Corporation, or the Commission, as appropriate,
- Ensure that any program under your oversight collects and organizes performance data on an ongoing basis, at least annually;
- Ensure that any program under your oversight tracks progress toward meeting your performance measures;
- Ensure that any program under your oversight corrects performance deficiencies promptly; and
- Accurately and fairly present the results in reports to the Corporation.

What are performance measures and performance measurement? § 2522.560
Performance measures are measurable indicators of a program's performance as it relates to member service activities. Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has in communities or in the lives of members or community beneficiaries. The main purpose of performance measurement is to strengthen your AmeriCorps program and foster continuous improvement and to identify best practices and models that merit replication. Performance measurement will also help identify programmatic weaknesses that need attention.

§ 2522.570 You must submit all of the following as part of your application for each program:
- Proposed performance measures, as described in § 2522.580 and § 2522.590 of this part.
- Estimated performance data for the program years for which you submit your application; and
- Actual performance data, where available, as follows:
  - For continuation programs, performance data over the course of the grant to date; and
  - For recompeting programs, performance data for the preceding three-year grant cycle.

§ 2522.580 When applying for funds, you must submit, at a minimum, the following performance measures:
- One set of aligned performance measures (one output, one intermediate outcome, and one end-outcome) that capture the results of your program's primary activity, or area of significant activity for programs whose design precludes identifying a primary activity; and
- Any national performance measures the Corporation may require.

Outputs, intermediate outcomes and end-outcomes are defined as follows in §2522.520:
- ***Outputs*** are the amount or units of service that members or volunteers have completed, or the number of community beneficiaries the program has served. Outputs do not provide information on benefits or other changes in communities or in the lives of members or community beneficiaries. Examples of outputs could include the number of people a program tutors, counsels, houses, or feeds.
- ***Intermediate-outcomes*** specify a change that has occurred in communities or in the lives of community beneficiaries or members, but is not necessarily a lasting benefit for them. They are observable and measurable indications of whether or not a program is making progress and are logically connected to end outcomes. An example would be the number and percentage of students who report reading more books as a result of their participation in a tutoring program.
- ***End-outcomes*** specify a change that has occurred in communities or in the lives of community beneficiaries or members that is significant and lasting. These are actual benefits or changes for participants during or after a program. For example, in a tutoring program, the end outcome could be the percent and number of students who have improved their reading scores to grade-level, or other specific measures of academic achievement.

The following is an example of how a tutoring program might **align** performance measures:

- Output: Number of students that participated in a tutoring program;
- Intermediate-Outcome: Percent of students reading more books; and
- End-Outcome: Number and percent of students who have improved their reading score to grade level.

The Corporation and NJ Commission encourage you to exceed the minimum requirements expressed in this section and expects, in second and subsequent grant cycles, that you will more fully develop your performance measures, including establishing multiple performance indicators, and improving and refining those you used in the past. Any performance measures you submit beyond what is required may or may not be aligned sets of measures.

§ 2522.590 The Corporation may, in consultation with grantees, establish performance measures that will apply to all Corporation-sponsored programs, which you will be responsible for collecting and meeting.

§ 2522.600 The Corporation will review and approve performance measures, as part of the grant application review process, for all non-formula programs. If the Corporation selects your application for funding, the Corporation will approve your performance measures as part of your grant award.

If you are a program submitting an application under the formula category, the NJ Commission is responsible for reviewing and approving your performance measures. The Corporation will not separately approve these measures.

§ 2522.610 The NJ Commission is responsible for making the final determination of performance measures for formula programs, while the Corporation makes the final determination for all other programs.   The Corporation may, through the Commission, require that formula programs meet certain national performance measures above and beyond what the State commission has individually negotiated with its formula grantees. While State Commissions must hold their sub-grantees responsible for their performance measures, a State Commission, as a grantee, is responsible to the Corporation for its formula programs' performance measures.

§ 2522.620 **Reporting on Performance Measures**
The Corporation sets specific reporting requirements, including frequency and deadlines, for performance measures in the grant award. In general, you are required to report on the actual results that occurred when implementing the grant and to regularly measure your program's performance. Your report must include the results on the performance measures approved as part of your grant award. At a minimum, you are required to report on outputs at the end of year one; outputs and intermediate-outcomes at the end of year two; and outputs, intermediate-outcomes and end outcomes at the end of year three. We encourage you to exceed these minimum requirements and report results earlier.

Evaluating Programs: Requirements and Procedures

§ 2522.700 **The difference between evaluation and performance measurement.**
Evaluation is a more in-depth, rigorous effort to measure the impact of programs. While performance measurement and evaluation both include systematic data collection and
measurement of progress, evaluation uses scientifically-based research methods to assess the effectiveness of programs by comparing the observed program outcomes with what would have happened in the absence of the program. Unlike performance measures, evaluations estimate the impacts of programs by comparing the outcomes for individuals receiving a service or participating in a program to the outcomes for similar individuals not receiving a service or not participating in a program. For example, an evaluation of a literacy program may compare the reading ability of students in a program over time to a similar group of students not participating in a program.
Performance measurement is the process of systematically and regularly collecting and monitoring data related to the direction of observed changes in communities, participants (members), or end beneficiaries receiving your program's services. It is intended to provide an indication of your program's operations and performance. In contrast to evaluation, it is not intended to establish a causal relationship between your program and a desired (or undesired) program outcome. For example, a performance measure for a literacy program may include the
percentage of students receiving services from your program who increase their reading ability from ''below grade level'' to ''at or above grade level''. This measure indicates something good is happening to your program's service beneficiaries, but it does not indicate that the change can be wholly attributed to your program's services.

§ 2522.710 **Evaluation Requirements**
State commissions must establish and enforce evaluation requirements for their formula subgrantees, as deemed appropriate. If you are a Formula grantee, and your average annual Corporation program grant is $500,000 or more, you must arrange for an independent evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds.

If you are a Formula grantee whose average annual Corporation program grant is less than $500,000, you must conduct an internal evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds.

The Corporation may, in its discretion, supersede these requirements with an alternative evaluation approach, including one conducted by the Corporation at the national level.
Grantees must cooperate fully with all Corporation evaluation activities.

§ 2522.720 **Period Covered in Evaluation.**
If you are a formula grantee, you must conduct an evaluation as the NJ Commission requires.
If you are a Formula grantee, your evaluation must cover a minimum of one year but may cover longer periods.

§ 2522.730 **Process for Submission of Evaluation.**
If you are an existing grantee recompeting for AmeriCorps funds for the first time, you must submit a summary of your evaluation efforts or plan to date, and a copy of any evaluation that has been completed, as part of your application for funding.

If you again compete for AmeriCorps funding after a second three-year grant cycle, you must submit the completed evaluation with your application for funding.

§ 2522.740 The Corporation will consider the evaluation you submit with your application as follows:
- If you do not include with your application for AmeriCorps funding a summary of the evaluation, or the evaluation itself, as applicable, under § 2522.730, the Corporation reserves the right to not consider your application.
- If you do submit an evaluation with your application, the Corporation will consider the results of your evaluation in assessing the quality and outcomes of your program.

Prohibited Activities
In August of 2002, the Corporation published regulations concerning prohibited activities under AmeriCorps subtitle C programs. These regulations state:

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
  (1) attempting to influence legislation;
  (2) organizing or engaging in protests, petitions, boycotts, or strikes;
  (3) assisting, promoting, or deterring union organizing;
  (4) impairing existing contracts for services or collective bargaining agreements;
  (5) engaging in partisan political activities, or other activities designed to influence
       the outcome of an election to any public office;
  (6) participating in, or endorsing, events or activities that are likely to include
       advocacy for or against political parties, political platforms, political candidates,
       proposed legislation, or elected officials;
  (7) engaging in religious instruction, conducting worship services, providing
       instruction as part of a program that includes mandatory religious instruction or
       worship, constructing or operating facilities devoted to religious instruction or
       worship, maintaining facilities primarily or inherently devoted to religious
       instruction or worship, or engaging in any form of religious proselytization;
  (8) providing a direct benefit to--
               (i)   a business organized for profit;

        (ii) a labor union;

        (iii) a partisan political organization;

        (iv) a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

        (v) an organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and

    (9) such other activities as the Corporation may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so."

Summer Programs

Summer programs are encouraged but not required as a component of your year-round program, or to expand your operations during the summer months. Care must be taken to ensure that the summer component is consistent with the overall mission of the proposed program and is not designed as separate from the year-round operation. Applicants should also make sure that a summer program instills an ethic of service in the participants and is not just a summer job. Any members added for a summer period must complete at least 300 hours of service.

Terms of Service

Programs may engage members full-time or less than full-time. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Half-time members must serve at least 900 hours during a period of one year as indicated in the approved budget. No member can serve less than 300 hours during a one-year period. Programs may propose at least 300 hours for minimum-time, at least 450 hours for quarter-time, and at least 675 hours for reduced half-time members based on the program design. However, within a program, we require all reduced half-time, quarter-time, and minimum-time members to serve the same number of hours. If any reduced part-time program has a need for greater flexibility, consideration will be given to a proposal for two different sets of hours within the same program if adequately justified.

Term of Service	Minimum # of Hours	Ed Award	MSY
Full Time	1700	$5,350	1.000
One Year Half Time	900	$2,675	0.500
Reduced Half Time	675	$2,038	0.381
Quarter Time	450	$1,415	0.265
Minimum Time	300	$1,132	0.212

A living allowance is not a wage. **In New Jersey, AmeriCorps members are not eligible for unemployment insurance.**

Child Care and Health Insurance

Child Care

The Corporation directly funds child care for any full-time member who is eligible for and needs such assistance to participate in the program. They pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). They can provide technical assistance to a program and can help a grantee determine member eligibility, provider eligibility, and child care

allowance. Direct payments will be made to the child care providers. Therefore, do not include child care assistance in your AmeriCorps budget. The Corporation bases member eligibility for child care on need. Members' needs must be consistent with the Child Care and Development Block Grant Act of 1990:

- total family income of members must be less than 75% of the state median income, as defined by the state under CCDBG guidelines;
- members must reside with and be a parent or guardian of a child under the age of 13.

When a grantee accepts members in their program that are receiving and continue to receive child care assistance from other sources such as a parent or guardian, they are ineligible for child care from your program. On the other hand, if members become ineligible for assistance because of their enrollment in the grantee's program, or the member certifies that he or she needs child care to participate in the program, the grantee must provide child care.

Health Insurance
Grantees must provide full-time members with health insurance at the time of acceptance into your program if the member is not otherwise covered by a health insurance policy that provides the minimum benefits described below. If a member who previously had coverage loses it through no deliberate act of his or her own, such as parental or spousal job loss, the grantee must provide the member with basic health insurance that meets Corporation requirements.

You may obtain health insurance for your members through any provider you choose, as long as the policy provides the minimum benefits and is not excessive in cost. The Corporation does not pay any share of the cost of the policy that does not include the minimum benefits. Nor do we cover any person other than members. In general, the Corporation does not pay the costs of health benefits for half-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

Minimum Benefits
If your program has health insurance coverage, the coverage must provide or exceed these minimum benefits.

Covered Services: Physician services for illness or injury, hospital room and board, emergency room, x-ray and laboratory, prescription drugs.
Limited Coverage: Mental/nervous disorders, substance abuse.
Annual limits
    Deductible: Not more than $250 per individual.
    Coinsurance: Member pays no more than 20% or alternatively, comparable fixed fee.
    Exception: mental and substance abuse may require a 50% co-payment.
    Out-of-pocket: Not more than $1,000 per individual.
    Maximum Benefit: At least $50,000.

If an applicant elects to use a current health insurance policy that meets the above minimum benefit requirements, upon selection, the Corporation may require the applicant to provide specific information on the benefits and policy.

National Service Identity and Service Gear
The Corporation asks that grantees identify their program as part of the national service network and as a program in which AmeriCorps members serve. Grantees can do this by using AmeriCorps logos, common application materials, and other means. Grantees are not required to call their programs AmeriCorps, though they may use the AmeriCorps name along with their own program's name.

Grantees may use grant funds to pay for a standard Service Gear package (AmeriCorps T-shirt, sweatshirt, hat, pin, decals, and buttons) for members. While it is optional, we encourage you to provide this package to your members. The standard Service Gear package is priced at $35. Many AmeriCorps members serve in settings where a shirt with a collar is the appropriate attire. If your members need the shirt with a collar, you may include an additional amount of up to $35, for a maximum total of $70 of Corporation funds per member in your budget. The Corporation will also reimburse up to $150 per member for additional safety apparel that is necessary for members to perform their daily service with a justification in the budget narrative. Gear can be ordered online at www.nationalservicecatalog.org.

Reasonable Accommodation For People with Disabilities

Increasing the participation of people with disabilities in national and community service programs is a key interest of the Corporation. All AmeriCorps programs are required to actively reach out to people with disabilities for inclusion in AmeriCorps service. Annually, Programs must: 1) show evidence of attending at least one (1) workshop, conference or employment fair devoted to working with persons with disabilities; 2) include inclusive language in recruitment ads which must and be placed in a minimum of two (2) sources devoted to persons with disabilities, i.e., disabilities organization, newsletter/paper, inclusive recruitment agencies, etc, and; 3) inform the Commission of the results of recruitment and retention efforts, i.e., number of applicants (self-disclosed), number of hires and expression of concerns such as inability to provide reasonable accommodations, inadequate program-applicant fit (based on functional position requirements) or exit/termination issues within legal limits via a survey/report form the will be provided. Programs should also show evidence of efforts to recruit persons with disabilities to participate in volunteer and community building initiatives. Programs must maintain records to show compliance of the above measures. The Commission will support recruitment efforts by providing training and technical assistance as well as contact and resource information.

Participation in National Days of Service

As part of the National Service Network, there are a number of opportunities for grantees to take part in national service days. The Corporation and Commission expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the Martin Luther King, Jr. Holiday, National Volunteer Week, Youth Service Day, and Make a Difference Day. In addition, the Corporation and Commission expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and training.

State Commission Training and Events

Program Manager Trainings and Meetings
All program managers must attend a week-long orientation held either in the late summer or early Fall of 2010, and any other training (e.g., financial management) developed for project directors during the contract period. Project directors are also required to participate in all monthly conference calls or meetings. In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all Corporation or Commission training sessions.

Statewide Corpsmember Trainings and Events
All corpsmembers and project directors are required to attend the following trainings/events:
- AmeriCorps Launch – Fall 2010
- End-of-the-Year Training – Spring 2010
- Other statewide training (i.e., Career Day, Disaster Preparedness, etc. – Late winter/spring 2010.

In constructing the budget, figure in the cost of transportation to all of the training sessions.

2.3   BUDGET REQUIREMENTS

Calculating Cost Per Member Service Year (§2522.485)
If you are an AmeriCorps national and community service program, you calculate your Corporation cost per MSY (Member Service Year) by dividing the Corporation's share of budgeted grant costs by the number of member service years you are awarded in your grant. You do not include child-care or the cost of the education award a member may earn through serving with your program.

For the program year 2010/11 the maximum cost per MSY is **$13,000** for each program.

Member Living Allowance
The minimum fiscal year 2010/11 living allowance for a full-time member is **$11,800**.

The maximum living allowance that may be paid with all sources of funds is **$23,600** for full-time members and is set for anything less than full-time according to the chart on page below.

A living allowance to half-time, reduced half-time, quarter-time, and minimum-time members is not required. Applicants that choose to provide any half-time members with a living allowance may use the chart on the following page to determine the maximum Corporation share.

Term of Service	Minimum # of Hours	Ed Award	MSY	Maximum Total Living Allowance	Minimum Living Allowance
Full Time	1700	$5,350	1.000	$23,600	$11,800
One Year Half Time	900	$2,675	0.500	$12,500	$6,247
Reduced Half Time	675	$2,038	0.381	$9,370	$4,685
Quarter Time	450	$1,415	0.265	$6,250	$3,124
Minimum Time	300	$1,132	0.212	$4,160	$2,082

Matching Requirements (§§ 2521.35 through §2521.95)

Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language. The appropriations language includes an important change in how AmeriCorps programs match federal funds. It replaces the regulatory 15% minimum member support and 33% minimum program operating match with a single overall minimum match of 24% for the first three-year cycle, match gradually increases every three years to 50% by year ten, according to the minimum overall share chart found in CFR 2521.60. Current grantees remain where they are in terms of match requirements. For example, a grantee entering the sixth year of funding will be required to match at 34% as specified in the chart.

	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Min Overall Share	26%	30%	34%	38%	42%	46%	50%

Carryover-Corpsmembers

Carry-over corpsmembers are those members who, for a variety of reasons, will complete their term of service after the end date of the contract (August 31). It is the intention of the NJ Commission to reduce the number of carry-over corpsmembers. To this end, all grantees are urged to bring on their corpsmembers as early as possible in the program year.

Grantees are instructed under the terms of this RFP to enroll full-time corpsmembers between September 1 and December 31, 2010 only. Part-time corpsmembers must be hired before May 14, 2011. Under the Department of State contract, no corpsmembers (full-time or part-time) may serve beyond December 31, 2010 and the grantee must ensure that the enrolled corpsmember can obtain the necessary hours of service prior to the contract end date. Summer members must be enrolled prior to June 30, 2011 and cannot serve beyond August 31, 2011.

Corpsmembers whose terms of service extend beyond August 31, 2011 must continue to be paid from the contract under which they were enrolled. Grantees must request a modification to their contract (Part A) to pay these corpsmembers for the September "Contract Modification" and must be received 90 days prior to the end of the contract (June 2, 2011).

SECTION 3: COMPLETING THE APPLICATION

3.1   GENERAL INSTRUCTIONS FOR APPLYING

To apply for a grant under this RFP, applicants must prepare and submit a complete application. The application must be a response to the state's vision as articulated in Section 1: Grant Program Information of this NOFO. Additionally, programs must be planned, designed and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NOFO.

3.2   EVALUATION OF FIRST-YEAR APPLICATIONS

3.2.1   State-level Review Process

All applications for AmeriCorps Formula grants will be reviewed through the Commission.

In year one, the application is evaluated and rated by a panel of three readers. The evaluation panel consists of one reader from the originating office, one from another office within the NJ Department of State, and one reader external to the NJ Department of State who is knowledgeable in the content area. Readers of grant applications for the NJ Department of State certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Applications are evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NOFO. Applicants may request information about their evaluation scores by writing to the NJ Commission on National and Community Service. The Commission reserves the right to withdraw from consideration any application that does not include each and every component to be evaluated and scored in the evaluation process.

Applications must receive a score of at least 70 points out of 100 and include all required components to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score. In the event of a tied score at or above the NJ Department of State's cutoff score of 70, the NJ Department of State will select the applicant with the highest combined score for the Program Design section, i.e., Rationale and Approach, Member Outputs and Outcomes, and Community Outputs and Outcomes (see Section 3.2.3)

3.2.2 Federal-level Review Process

Applications that are submitted for **Formula** funds which pass the state-level review will not need to subsequently compete at the national level.

3.2.3 Selection Criteria

The following criteria will be used in the state-level review to determine quality and select programs and projects that will receive assistance.

Grant Selection Criteria

Program Design (50%)   **Sub-categories:**

                                                    Rationale and Approach (10%)

                                                    Member Outputs and Outcomes (20%)

                                                    Community Outputs and Outcomes (20%)

Organizational Capability (25%)   **No sub-categories**

Cost Effectiveness and Budget   Cost effectiveness (15%)
Adequacy (25%)
                                                    Budget adequacy (10%)

3.3   APPLICATION INSTRUCTIONS

The following application instructions detail the submission requirements for new AmeriCorps Formula applications. Use these instructions to prepare your application.

Submitting Your Application in eGrants
Your application consists of the following components. Please make sure to complete each one.

I.   Applicant Info
II.   Application Info
III.   Narratives
IV.   Performance Measures
V.   Documents
VI.   Budget
VII.   Review, Authorize, and Submit
VIII.   Survey on Ensuring Equal Opportunity for Applicants (Optional)

In eGrants, before Starting Section I, you will need to:
- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA AmeriCorps Formula FY 2010 (New).

I. Applicant Info
In eGrants, complete the Applicant Info Section (Attachment B). This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section.
- In the Program Info Section, select existing program if you are recompeting, or enter **new** if you are applying for the first time.
- If you are a new program, enter your contact information into the fields that appear.

- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

II. Application Info
Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, you will find the SF 424 in Attachment A.**

In the Application Info Section enter:
- Areas affected by your program.
- Requested project period start and end dates. You may not request a program start date earlier than September 1, 2010.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: pre-filled "No, this is not applicable."
- If you plan to request a waiver of the volunteer leveraging or match requirements.

III. Narratives
The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.
- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice.*
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

In eGrants, you will enter text for Section A. Rationale and Approach, B. Member Outputs and Outcomes, C. Community Outputs and Outcomes, D. Organizational Capacity, E. Cost Effectiveness and Budget Adequacy, and F. Evaluation Plan. **You may not exceed 71,000 characters in these six sections combined. The character count includes spaces and punctuation.**

Please note that the Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. **These are not required fields. They will be used to enter information for clarification following review, request amendments once a grant is awarded, and enter changes in the narrative in continuation requests. Please enter N/A in these fields.**

The selection criteria from the AmeriCorps regulations are included in the ruled boxes below in this font. Reviewers will assess your application against the selection criteria. The bullets that follow the criteria are

recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you address each bullet if it pertains to your application.

A. Rationale and Approach
Criteria

---

§ 2522. 425   What does the Corporation consider in assessing Program Design? (50%)

In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

    (a) *Rationale and approach (10%).* In evaluating your rationale and approach, the Corporation considers the following criteria:

       (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;

       (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;

       (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and

       (4) The extent to which your proposed program or project:

         (i) Effectively involves the target community in planning and implementation;

         (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and

         (iii) is designed to be replicated.

Addressing the Criteria
Compelling Community Need:
- Describe the community need that you will address within the target community.
- Why did you select this need as your focus?
- How did you identify the need?
- Provide documentation of the need.
- **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

Description of Activities and Member Roles:
- Describe the activities you propose to address the need.
- Describe current efforts of your organization and planned partners to address the need.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need as distinct from staff or volunteer roles? Discuss your program structure including number of members, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See Budget Instructions for a chart that lists slot types, minimum hours served, and minimum and maximum living allowance.
- How will you ensure that your program does not violate non-duplication, non-displacement, and non-supplementation requirements? See 45 CFR § 2540.100 for information on these requirements.
- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?

- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.45, 45 CFR § 2520.65 and the AmeriCorps grant provisions for a list of prohibited service activities.
- How will receiving an AmeriCorps grant add value to your existing service activities?

Measurable Outputs and Outcomes:
- Describe at least one aligned measurable output, intermediate outcome, and end outcome you expect to achieve as a result of your activities. While you are not required to report on end outcomes, you must describe the long-term impact you expect to achieve.
- What systems will you use to track outputs and intermediate outcomes?
- **Note**: You will develop more detailed performance measures in eGrants, including outputs and intermediate outcomes, how they will be measured, your targets for each year, and the data you will gather, during the post-review clarification period.

Plan for Self-Assessment and Improvement:
What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners?

Community Involvement:
- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three-year program period. What will be their ongoing roles and responsibilities?

Relationship to other National and Community Service Programs:
- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation and the State Commissions in the states where you plan to operate? Include in your response if your receive funding from other Corporation sources, and which funding source supports you (AmeriCorps, Learn and Serve America, Senior Corps, or VISTA). You can find a listing of Corporation-supported programs by state here: http://www.americorps.org/about/role_impact/state_profiles.asp. The National Community Service Act prohibits duplication and displacement in SEC. 177. [42 U.S.C. 12637].

Potential for Replication:
To what extent is your AmeriCorps program designed to be replicated by your organization or other organizations? What are your plans or strategies for replication?

B. Member Outputs and Outcomes
Criteria

(b) *Member outputs and outcomes (20%).* In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:

(1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;

(2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;

(3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;

(4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and

(5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

Addressing the Criteria

Member Recruitment and Support:

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- What member support will you offer to ensure that your members complete their term of service (i.e. they are retained). How will you assess member satisfaction?
- **Current Grantees Only: Enrollment**
  If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.
- **Current Grantees Only: Retention**
  If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement. While we recognize retention rates may vary among equally effective programs depending on the program model, we expect grantees to pursue the highest retention rate possible.
- **Tutoring programs only:**
  Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, and successfully complete high-quality, research-based pre- and in-service training for tutors. This requirement does not apply to a member enrolled in an elementary school or secondary school who is providing tutoring through a structured, school-managed cross-grade tutoring program. Tutoring programs must offer a curriculum that is high quality, research-based, and consistent with the State academic content standards required by section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311) and the instructional program of the local educational agency.

Member Development, Training and Supervision:

- Describe in detail your plan for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe in detail your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only**:
  Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency and with state academic content standards, includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.
- **Ethic of Service and Civic Responsibility:**
  Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility

C. Community Outputs and Outcomes
Criteria

(c) *Community outputs and outcomes (20%).* In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

   (1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;

   (2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);

   (3) Generates and supports volunteers to expand the reach of your program in the community; and

   (4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

Addressing the Criteria
Sustainability:
Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Volunteer Recruitment and Support:
- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.

Capacity Building:
Describe how your program will enhance the capacity of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

D. Organizational Capability
Criteria

§ 2522.430   How does the Corporation assess my organizational capability? (25%)

(a) In evaluating your organizational capability, the Corporation considers the following:

   (1) The extent to which your organization has a sound structure including:

(i) The ability to provide sound programmatic and fiscal oversight;

(ii) Well-defined roles for your board of directors, administrators, and staff;

(iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and

(iv) The ability to provide or secure effective technical assistance.

(2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:

(i) Generate and support diverse volunteers who increase your organization's capacity;

(ii) Demonstrate leadership within the organization and the community served; and

(iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;

(3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—

(i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;

(ii) Local financial and in-kind contributions; and

(iii) Supporters who represent a wide range of community stakeholders.

(b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:

(1) The age of your organization and its rate of growth; and

(2) Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

Addressing the Criteria
Sound Organizational Structure
Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant. **If you are proposing a multi-site program**:
  ○ Explain how you are able to support and oversee service sites.
  ○ Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations 45 CFR § 2522.475 (quality, innovation, sustainability, quality of leadership, past performance, community involvement), and the special considerations found in 45 CFR § 2522.450 (program models, program activities, and programs supporting distressed communities)?
  ○ What are your current or previous programmatic and funding relationships with the sites?
  ○ Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
  ○ How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

Board of Directors, Administrators, and Staff:
- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the relevant background and experience of all staff members working on the project and their respective roles, or your plans to recruit, select, train, and support additional staff, and their roles.

Plan for Self-Assessment or Improvement:
How does your organization conduct ongoing internal assessment and improvement of its overall—not program-specific—systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

Plan for Effective Technical Assistance:
- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.

Sound Record of Accomplishment as an Organization
Volunteer Generation and Support:
Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

Organizational and Community Leadership:
Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

Current Grantees Only: Success in Securing Match Resources
Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

Success in Securing Community Support
Collaboration:
Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

Local Financial and In-kind Contributions:
Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

Wide Range of Community Stakeholders:
Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

Special Circumstances:
In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:
- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

E. Cost Effectiveness and Budget Adequacy
Criteria

---

§ 2522.435   How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)

(a) In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:

  (1) Whether your program is cost-effective based on:

    (i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and

    (ii) Other indicators of cost-effectiveness, such as:

      (A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;

      (B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or

      (C) If you are a current grantee, the extent to which you are proposing deeper impact or broader reach without a commensurate increase in Federal costs; and

  (2) Whether your budget is adequate to support your program design.

(b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:

  (1) Program age, or the extent to which your program brings on new sites;

  (2) Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;

  (3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and

  (4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

(c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

Addressing the Criteria
Cost Effectiveness
Corporation Cost per Member Service Year (MSY):

- The Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of MSYs you are requesting in your grant. It does not include child care or the cost of the education award.
- One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.
- The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.
- The maximum cost per MSY allowable is published each year in the *Notice*.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request above the maximum, please justify. This is rarely approved.

Diverse Non-Federal Support:
- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.
- **Current Grantees Only: Decreased Reliance on Federal Support.** Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

<u>**Budget Adequacy**</u>
Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

F. Evaluation Summary or Plan
If you are competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to recompeting grantees. If you are recompeting for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are recompeting for the first time, and have completed an evaluation report, or you are recompeting for the second time since July, 2005, submit your report according to the instructions in Section VII., below.

Your evaluation requirements are different depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:
- If you are State and National grantee (other than an Education Award Program grantee), and your average annual Corporation program grant is $500,000 or more, you must arrange for an independent evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.
- If you are State and National grantee whose average annual Corporation program grant is less than $500,000, or an Education Award Program grantee, you must conduct an internal or an external evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.

G. Amendment Justification
Enter N/A. This field will be used if you are awarded a grant and need to amend it. Please delete any information previously entered in the field before entering new information.

H. Clarification Information

Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please delete any information previously entered in the field before entering new information.

I. Continuation Update
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests. Please delete any information previously entered in the field before entering new information.

IV. Performance Measures

A. Serve America Act Priorities

In eGrants, the Serve America Act Priorities (Education, Healthy Futures, Clean Energy, Veterans, and Opportunity) are listed in the Performance Measures section. If you will be working in one of these areas, please select the appropriate priority area(s).

B. Issue Areas and Service Categories

In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary.

If you have selected the Education, Healthy Futures, or Clean Energy Serve America Act priorities, the appropriate issue area will be selected for you. See Attachment C for the list of Issue Areas and Service Categories.
C. Entering Performance Measures

Before you complete the Performance Measures, please review 45 CFR §§ 2522.500– 2522.650. The Performance Measure worksheet in Attachment D is provided as a tool to help you think through the development of performance measures and assemble the information in eGrants. You may find the Performance Measurement Toolkit, on the Corporation's web site useful in developing your performance measures (http://www.nationalserviceresources.org/star/ac-program-toolkit).

You are required to align at least one set of performance measures in your primary service category. **In eGrants, you will align the measures by entering two different Result Types and Result Statements for one Performance Measurement Title. The two Result Types are Output and Intermediate Outcome.**

In order to align a set of performance measures in eGrants:
- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter a sentence or two on Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- **Add New Result** for the Intermediate Outcome and complete the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate Outcome for your aligned measure.**
- Once you have aligned one set of measures, i.e., completed two Result Types (Output and Intermediate Outcome) for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

V. Documents

In addition to your application submitted in eGrants, you are required to provide your evaluation, labor union concurrence (if necessary), and a federally approved indirect cost agreement (if budgeted and for national applicants only), in hard copy or e-mail, as part of your application. After you have submitted the documents, change their status in eGrants from the default "Not Sent" to the applicable status ("Sent," "Not Applicable," or "Already on File at CNCS"). In the event of difficulties submitting an application in eGrants, please see the *Notice* for instructions.

A. Evaluation

Submit any completed evaluation report as described in D., below. Select Evaluation and select Sent once you have submitted a completed evaluation report.

B. Labor Union Concurrence

If a program applicant:

(1) Proposes to serve as the placement site for AmeriCorps members; and

(2) Has employees engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members; and

(3) Those employees are represented by a local labor organization

then the program applicant's application must include the written concurrence of the local labor organization representing those employees.

For the purposes of this section, "program applicant" includes any applicant to the Corporation or a State Commission, as well as any entity applying for assistance or approved national service positions through a Corporation grantee or subgrantee.

If this applies to you, please select "Enter New," name the new document "Labor Union Concurrence," and enter status Sent.

C. Federally Approved Indirect Cost Agreement

National applicants with a federally-approved indirect cost agreement in their budget must submit the approved agreement.

D. Submission Instructions for Evaluations, Labor Union Concurrence, and Indirect Cost Rates

Send hard copy information to:

NJ Commission on National and Community Service
225 West State Street, 3rd Floor
PO Box 456
Trenton, NJ 08625
ATTN: Ivette Del Rio Ramos

Please use an alternative service to the U.S. Postal Service to send hard copy. U.S. Postal Service deliveries to government agencies often are delayed and sometimes damaged due to security measures. Attach a hard copy of the program's SF424 facesheet to each document so that we know which application corresponds to each document.

If you prefer, you may submit national evaluations, labor union concurrence, and Indirect Cost Rates electronically to Ivette.Ramos@sos.state.nj.us.

E. Preaward Costs

Grantees may be reimbursed for pre-award costs only if they are incurred with the written approval of the Commission. You incur all pre-award costs at your own risk. The Corporation is under no obligation to

reimburse you or your subgrantee for these costs if you or your subgrantee does not receive advance approval, or if the approved amount is less than anticipated.

To request such approval, send an email request to your Commission grants officer that includes a brief justification for the costs to be incurred and indicates the desired effective date. If your request is approved, the Commission will issue a letter authorizing the pre-award costs within five business days.

The Commission will consider approving, where appropriate, the following types of pre-award costs:
- Personnel expenses and benefits.
- Travel for staff and prospective members.
- Equipment.
- Supplies.
- Contractual and consultant services.
- Training for staff and prospective members.
- Evaluation.
- Other program operating costs.

Because the Strengthen AmeriCorps Program Act (P.L. 108-45 (July 3, 2003), codified at 42 U.S.C. 12605) specifically provides that a national service position is approved when the Corporation issues a grant award, we cannot approve member living allowances or support costs, including FICA, workers' compensation, health care, and child care, as pre-award costs. Approval of pre-award costs does not authorize you or your subgrantee to enroll AmeriCorps members or have them begin serving. AmeriCorps members may not count any hours served prior to the award being issued as part of their term of service.

VI. Budget Instructions

A. Overview of Key Budget Requirements
Program requirements, including requirements on match, are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

Table 3: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
Formula	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
Professional Corps Fixed-Amount Pilot	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the amount per MSY provided by the Corporation.
Fixed-Amount Pilot	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the amount per MSY provided by the Corporation

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.
- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, your Program Officer can tell you where you are in the match schedule.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

- In Section III of the budget, identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. Define all acronyms the first time they are used.

Note: The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using their funds to match an AmeriCorps grant with the other agency prior to submitting your application.

B. Preparing Your Budget
Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions, below, to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments F and G. The Budget Checklist in Attachment H is a resource for you to ensure your budget is complete. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.
- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over $500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

Source of Match
In the "Source of Match" field that appears at the before Section I, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Define any acronyms the first time they are used.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-I, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person's role listed in the budget must be described in the application narrative. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

C. 1. Staff Travel

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

We expect all applicants to include funds in this line item for travel for staff and site staff to attend Commission and Corporation-sponsored technical assistance meetings. There are two to three such opportunities per year, including opportunities for financial training and the National Conference on Service and Volunteering.

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be

charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-CNCS funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below. Payments to individuals for consultant services under this grant may not exceed $617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The $617 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use and their contractual services. Indicate the daily rate, number of days, and total cost.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:
- Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- National Direct applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the "grantee share" column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

Section II. Member Costs
Member Costs are identified as "Living Allowance" and "Member Support Costs." Your required match can be federal, state, local, or private sector funds.

A. Living Allowance
The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation's share (CNCS Share) and grantee match (Grantee Share).

Members – Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

Table 4. Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Ed Award	MSY	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$5,350	1.000	$11,800	$23,600
One-year Half-time	900	$2,675	0.500	6,247	$12,500
Reduced Half-time	675	$2,038	0.381	4,685	$9,370
Quarter-time	450	$1,415	0.265	3,124	$6,250
Minimum-time	300	$1,132	0.212	2,082	$4,160

B. Member Support Costs
Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or incidents.

- **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.

- **Other Member Support Costs.** Include any other required member support costs here. You may not charge the cost of unemployment insurance taxes to the grant in New Jersey. You may include 3.25% for other NJ state employer taxes.

Section III. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

A. Corporation Fixed Percentage Method
Five Percent Fixed Administrative Costs Option
The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under the Corporation's regulations.) Enter this amount as the Corporation share for Section III A.

2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

3. Enter the sum of the Corporation and grantee shares under Total Amount.

If a commission elects to retain a share of the 5% of federal funds available to programs for administrative costs, that decision is identified within each subgrant's budget. To calculate these fractional shares, within Section III of the subgrant budget, **one-fifth (20 %) of the federal dollars budgeted for administrative costs are allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. Because programs budget the 5% administrative maximum by multiplying the Corporation's share of Section I and Section II costs by the factor 0.0526, the allocation between commission and program shares would be calculated as follows:**

([Section I] + [Section II] x 0.0526) x(0.20) = Commission Share

([Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share

If a commission elects to retain a share that is less than 1% budgeted for administrative costs, then the calculation above would be adjusted, as appropriate.

B. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0638. This is the maximum amount you can claim as the Corporation share of indirect costs.

3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Section IV. Increasing Grantee Overall Share of Total Budgeted Costs

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances.

Applying for Alternative Match

If you are requesting the alternative match as specified in 45 CFR § 2521.60(b), you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements in the Waiver Justification field in the Application Info Section of eGrants.

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You apply for the alternative match the year before it goes into effect. If approved, you will base your budget in your next application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains, if you are approved for funding.

A. **Program Location**: Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

B. **Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the

program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment J for the Table of Beale codes.

C. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment J for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- **State and State EAP:** Your State Commission must approve your waiver request before it is forwarded to the Corporation.

ATTACHMENT A: Facesheet Instructions
(eGrants Applicant Info and Application Info Sections)

Modified Standard Form 424 (Rev. 11/02 to conform to the Corporation's eGrants system)

This form is required for applications submitted for federal assistance.

Item #

1.   Filled in for your convenience.

2.   Self-explanatory.

3.   3. a. and 3. b. are for state use only (if applicable).

4.   Item 4. a: Leave blank.
      Item 4. b: If you are a recipient in year 2 or 3 of an already-awarded grant, enter the grant number, otherwise, leave blank.

5.   Enter the following information:
      a.   The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate "National University" instead of "Liberal Arts Department.")
      b.   Your organization's DUNS number (received from Dun and Bradstreet). **This is a required field. Please see the Notice for instructions on how to obtain a DUNS number.**
      c.   The name of the primary organizational unit that will undertake the assistance activity, if different from 5. a.
      d.   Your organization's complete address with the 9 digit ZIP+ 4 code.
      e.   The name and contact information of the project director or other person to contact on matters related to this application.

6.   Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

7.   Item 7. a.: Enter the appropriate letter in the box.
      Item 7. b.: Please enter the characteristic(s) that best describe your organization.

K-12 Education
1   School (K-12)
2   Local Education Agency
3   State Education Agency

Higher Education
4   Vocational/Technical College
5   Community College
6   2-year College
7   4-year College
8   Hispanic Serving College or University
9   Historically Black College or University
10   Tribally Controlled College or University

Non-Profit Organizations
11   Community-Based Organization
12   Faith-Based Organization
13   Chamber of Commerce/ Business Association
14   Community Action Agency/ Program
15   Service/Civic Organization
16   Volunteer Management Organization
17   Self-Incorporated Senior Corps Project
18   Statewide Association
19   National Non-Profit (Multistate)
20   Local Affiliate of National Organization
21   Tribal Organization (Non-government)
22   Other Native American Organization

Government
23   Local Government-Municipal
24   Health Department
25   Law Enforcement Agency
26   Governor's Office
27   State Commission/Alternative Administrative Entity

28   Other State Government
29   Tribal Government Entity
30   Area Agency on Aging
31   U.S. Territory

8.   Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes:
- Check "New" if your organization has never held an AmeriCorps State or National grant before.
- Check "New Application/Previous Grantee" if your organization has held an AmeriCorps State or National grant in the past and the application is for a new grant.
- Check "Continuation" if you are a grantee applying for an additional year of funding within an existing multi-year grant project period. AmeriCorps State and National grants are typically awarded for three-year periods.
- Check "Amendment" if you are a grantee proposing any measurable change in an existing grant award; e.g., a budget amendment, extension, changes in the program scope or goals, etc.

If you are proposing an amendment to your grant, check the type of revision you are submitting.
- A. Select "Augmentation" if you are an AmeriCorps State or National grantee submitting a revised budget to incorporate a Corporation-authorized increase.
- B. Select "Budget Revision" to make a change in the grant budget, including slots.
- C. Select "No-cost Extension" to request an extension of the grant period, then enter the extension date requested in the blank following the checkbox. No-cost extensions can be requested only in the third year of the 3-year grant cycle and must be requested before the project period ends.
- D. Select "Other," as applicable, and specify in the blank provided.

9.   Filled in for your convenience.

10.   Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing, or other source if so instructed in the *Notice*: 94.006 AmeriCorps State and National.

11.   Enter the project title.
- a. When applying for a "Continuation" or "Amendment" applicants should use the same title as used for their existing grant program. When applying as a "New Applicant/Previous Grantee" if the application is for re-funding of a previous grant program, use the same title as was used in the prior grant program if appropriate (i.e., if the program is unchanged).
- b. Enter the name of the Corporation's program initiative, if any, as provided in the instructions corresponding to the *Notice* for which you are applying; otherwise, leave blank.

12.   List only the largest political entities affected (e.g., counties, and cities).

13.   (See item 8) "New" application or "New application/previous grantee:" Enter the dates for the proposed project period. "Continuation" or "Amendment" application: Enter the dates of the approved project period.

Performance Period: this appears only in eGrants, and is for the use of staff only.

14.   Leave blank, staff use only.

15.   Estimated Funding. Check the appropriate box to indicate the grant year for which funding is being requested. Enter the amount requested or to be contributed <u>during this budget period</u> on each appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable. For revisions (See item 8), if the action will result in a dollar change to an existing award, include <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses.

- **a. Federal**   The total amount of federal funds being requested in the budget.
- **b. Applicant**   The total amount of the applicant share as entered in the budget.
- **c. State**   The amount of the applicant share that is coming from state sources.
- **d. Local**   The amount of the applicant share that is coming from local governmental sources (e.g., city, county and other municipal sources).
- **e. Other**   The amount of the applicant share that is coming from non-governmental sources.
- **f. Program**   The amount of the applicant share that is coming from income generated by

Income   programmatic activities (i.e., use of the additive option where program income is used to increase the size of the program).

g. Total   The applicant's estimate of the total funding amount for the agreement.

16. Pre-filled for your convenience. This program is excluded from coverage by State Executive Order 12372.

17.   Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, attach an explanation.

18.The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Note: Falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than $10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001

APPLICATION FOR FEDERAL ASSISTANCE

Standard Form 424 (Rev. 9-2003) Prescribed by OMB Circular A-102

1. TYPE OF SUBMISSION:
☒ Application ☒ Non-Construction

2. a. DATE SUBMITTED:	3. a. DATE RECEIVED BY STATE:	3. b. STATE APPLICATION IDENTIFIER:
2. b. APPLICATION IDENTIFIER:	4. a. DATE RECEIVED BY FEDERAL AGENCY:	4. b. FEDERAL IDENTIFIER: (Staff Only)

5. APPLICANT INFORMATION

5. a. LEGAL NAME:

5. b. ORGANIZATIONAL DUNS:

5. c. ORGANIZATIONAL UNIT (DEPARTMENT/DIVISION):

5. d. ADDRESS *(give street address, city, county, state and zip code)*:

STREET:

CITY: COUNTY:

STATE: COUNTRY:

5. e. NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION *(give area code)*:

NAME:

TELEPHONE NUMBER: (   )   -

FAX NUMBER: (   )   -   EMAIL:

---

6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:

8. TYPE OF APPLICATION

☐ NEW   ☐ NEW/PREVIOUS GRANTEE

☐ CONTINUATION   ☐ REVISION

If Revision, enter appropriate letter(s) in box(es):

A. AUGMENTATION   B. BUDGET REVISION:

C. NO COST EXTENSION to _____ *(enter date)*

E. OTHER *(specify below)*

_____

7. a. TYPE OF APPLICANT: (*enter appropriate letter in box*) ☐

  A. State   H. Independent School District
  B. County   I. State Controlled Institution of Higher Learning
  C. Municipal   J. Private University
  D. Township   K. Indian Tribe
  E. Interstate   L. Individual
  F. Intermunicipal   M. Profit Organization
  G. Special District   N. Private Non-Profit Organization
  O. Federal Government   P. HQ Internal Organizations
  Q. State Education Agency   R. Territory
  S. Other (specify)_____

7. b. CNCS APPLICANT CHARACTERISTICS *Enter appropriate codes:*

9. NAME OF FEDERAL AGENCY:
Corporation for National and Community Service

---

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	11. a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
12. AREAS AFFECTED BY PROJECT *(List Cities, Counties, States, etc.)*:	11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: ENDING DATE: **14. Performance Period (Staff Use Only_**

15. ESTIMATED FUNDING: Check applicable box: Yr 1: ☐   Yr.2: ☐   Yr. 3: ☐

a. FEDERAL	$
b. APPLICANT	$
c. STATE	$
d. LOCAL	$
e. OTHER	$
f. PROGRAM INCOME	$
g. TOTAL	$

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESSS FOR REVIEW ON:
DATE _____

b. NO. ☒ PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
☐ YES   If "Yes," attach an explanation. ☐ NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:

ATTACHMENT B: Program Model, Design, Location, and Focus (eGrants Applicant Info Section)

SECTION I: PROGRAM MODEL

Directions: Choose one primary and one secondary program model, if applicable.

P	Section I: Project Models (select one for primary and another for secondary)	
	Youth Corps	A full-time year-round youth corps program or full-time summer youth corps program, such as a conservation corps or youth service corps that undertakes meaningful service projects with visible public benefits; includes as participants youths and young adults between the ages of 16 and 25 inclusive, including out-of-school youths and other disadvantaged youths.
	Community Corps	A community corps program that meets unmet human, educational, environmental, or public safety needs and promotes greater community unity through the use of organized teams of participants of varied social and economic backgrounds, skill levels, physical and developmental capabilities, ages, ethnic backgrounds, or genders.
	Campus-based Model	A campus-based program that is designed to provide substantial service in a community during the school term and during summer or other vacation periods through the use of students who are attending an institution of higher education.
	Pre-Professional Corps	A pre-professional training program in which students enrolled in an institution of higher education receive training in specified fields, which may include classes containing service-learning; perform service related to such training outside the classroom during the school term and during summer and other vacation periods; and agree to provide service upon graduation to meet unmet human, educational, environmental, or public safety needs related to such training.
	Professional Corps	A professional corps program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
	Entrepreneur Corps	A national service entrepreneur program that identifies, recruits, and trains gifted young adults of all backgrounds and assists them in designing solutions to community problems.
	Intergenerational Program	An intergenerational program that combines students, out-of-school youths, and older adults as participants to provide needed community services, including an intergenerational component for other national service programs described in this subsection.
	Service-Learning Program	A program that provides specialized training to individuals in service-learning and places the individuals after such training in positions, including positions as service-learning coordinators to facilitate service-learning in programs eligible for funding under Learn and Serve America School-Based and Community-Based Grants.
	Rural Corps	A program designed to meet the needs of rural communities, using teams or individual placements to address the development needs of rural communities and to combat rural poverty, including health care, education, and job training.
	Hunger Elimination Program	A program that seeks to eliminate hunger in communities and rural areas through service in projects involving food banks, food pantries, and nonprofit organizations that provide food during emergencies.

SECTION II: PROGRAM DESIGN

Directions: Choose one or more project designs.

P	Section II: Program Design	
	Team-Based	A program where members regularly function as a team during the service week.

P	Section II: Program Design	
	Individual Placement /Scattered Site	A program that places one or two members at sites in a variety of locations.
	Intermediary Organization	Intermediary organizations provide the mechanism by which a number of community or faith-based organizations or grassroots groups may access AmeriCorps and other Corporation resources. We define intermediaries as national, regional, state, or local organizations that agree to provide the technical and financial support to assist community or faith-based organizations that do not have the capacity to perform these functions. Intermediaries serve as the legal applicant for a Corporation grant, thereby ensuring that the systems to manage a federal grant are in place.
	Statewide Initiative	A program that operates throughout the state and may or may not have a single issue focus.

SECTION III: PROGRAM LOCATION

Directions: Please enter your program's location information.

P	Geography (please check one)	
	Urban	A program designed to meet the needs of urban communities.
	Rural	A program designed to meet the needs of rural communities.
	Both	A program designed to meet the needs of both urban and rural communities.
		Areas of Need Identification: Check all that apply (optional)
	Areas Affected by Military Downsizing	Areas adversely impacted by reductions in defense spending or the closure or realignment of military installations.
	Empowerment Zones or Redevelopment Areas	Communities designated as empowerment zones or redevelopment areas that are targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people.
	Environmentally Distressed Areas	Areas that are environmentally distressed.
	Areas Affected by Management of Federal Lands	Areas adversely affected by federal actions related to the management of federal lands that result in significant regional job losses and economic dislocation.
	Areas with High Unemployment Rates	Areas that have an unemployment rate greater than the national average unemployment for the most recent 12 months for which satisfactory data are available.

SECTION IV: PROGRAM FOCUS

Directions: Choose one or more program focus areas from below.

P	Section IV: Program Focus				
	African American community		Pre-school Children		At-Risk Youth
	Asian American community		K-12 Students		Children of Prisoners
	Latin American community		Young Adults (17-24)		Foster Children
	Native American community		College Students		

P	Section IV: Program Focus				
	Families/Parents		Incarcerated Individuals and Ex-Offenders		Seniors
	Homeless		Low-Income Community		Unemployed
	Homeless Veterans		Low-Income Housing Residents		Veterans
	Immigrants		Mentally/Physically Challenged		Victims/Potential Victims of Crime
			Persons with HIV/AIDS		
	Asset Accumulation	Community and faith-based organizations that conduct activities that empower the poor through asset accumulation programs including home ownership, individual development accounts, and financial literacy.			
	Strengthening Families	Community and faith-based organizations that conduct activities that strengthen families to break the intergenerational cycle of poverty.			

ATTACHMENT C: Issue Areas and Service Categories (eGrants Performance Measures Section)

In this section you will select service categories that describe your program activities. First select an issue area, and then choose one or more service categories. When you have selected all applicable service categories, indicate which service category is the primary one by entering a 1 next to the check box, and which is the secondary by entering a 2 next to the checkbox. Only one service category can be indicated as the primary, and one as the secondary.

Issue Areas and Service Categories (Issue Areas in Bold)

☐ **Community and Economic Development**
- ☐ Community-based Volunteer Programs
- ☐ Community Revitalization/Improvement
- ☐ Consumer Education
- ☐ Cooperatives/Credit Unions
- ☐ Food Production/Community Gardens/Farming
- ☐ Job Development/Placement
- ☐ Management Consulting
- ☐ Micro Enterprise
- ☐ Other Economic and Community Development
- ☐ Public Safety
- ☐ Regional/State/City Planning
- ☐ Small/Minority Business Development
- ☐ Social Services Planning & Delivery Systems/Community Organization
- ☐ Tax Counseling/Counseling
- ☐ Technology Access
- ☐ Thrift Store
- ☐ Transportation Services
- ☐ Welfare to Work

☐ **Disaster Recovery/Relief**
- ☐ Disaster Mitigation
- ☐ Disaster Preparedness
- ☐ Disaster Recovery
- ☐ Disaster Response
- ☐ Other Disaster

☐ **Education**
- ☐ Adult Education and Literacy
- ☐ After School Programs
- ☐ America Reads
- ☐ Computer Literacy
- ☐ Cultural Heritage
- ☐ ESL
- ☐ Elementary Education
- ☐ GED/Dropouts
- ☐ Head Start/School Preparedness
- ☐ Job Preparedness/School to Work
- ☐ Library Services
- ☐ Other Education
- ☐ Pre-Elementary Day Care
- ☐ Secondary Education
- ☐ Service-Learning
- ☐ Special Education
- ☐ Tutoring & Child Literacy—Elementary
- ☐ Tutoring & Child Literacy—High School
- ☐ Tutoring & Child Literacy—Middle School
- ☐ Vocational Education
- ☐ Youth Leadership/Development

☐ **Environment**
- ☐ Clean Air
- ☐ Clean and Safe Water
- ☐ Community Restoration/Clean Up
- ☐ Energy Conservation
- ☐ Environmental Awareness
- ☐ Indoor Environment
- ☐ Other Environment
- ☐ Toxic Waste Management
- ☐ Waste Reduction, Management, and Recycling
- ☐ Wildlife, Land & Vegetation Protection or Restoration

☐ **Health/Nutrition**
- ☐ Boarder Babies
- ☐ CHIOS/SCHIPS
- ☐ Congregate Meals
- ☐ Delivery of Health Services
- ☐ Food Distribution/Collection
- ☐ HIV/AIDS
- ☐ Health Education
- ☐ Health Screening
- ☐ Hospice/Terminally Ill
- ☐ Immunization
- ☐ In-Home Care
- ☐ Maternal/Child Health Services
- ☐ Mental Health
- ☐ Mental Retardation
- ☐ Other Health/Nutrition
- ☐ Physical Disabilities Programs
- ☐ Substance Abuse

☐ **Homeland Security**
- ☐ Disaster Preparedness/Relief
- ☐ Public Health
- ☐ Other Homeland Security
- ☐ Public Safety

☐ **Human Needs**
- ☐ Adoption
- ☐ Adult Day Care/Senior Center
- ☐ Companionship/Outreach
- ☐ Crisis Intervention
- ☐ Intensive Mentoring (at least 1 hour weekly for at least 9 months)
- ☐ Mentoring
- ☐ Other Human Needs
- ☐ Respite
- ☐ Senior Center Program (Non Residential)
- ☐ Senior Citizen Assistance
- ☐ Teen Pregnancy/Abstinence/Parent Support

Housing
- ☐ Home Management Support/Education
- ☐ Homeless
- ☐ Housing Referrals/Relocation/Other
- ☐ Housing Rehabilitation/Construction
- ☐ Independent Living—Disabled
- ☐ Independent Living—Seniors
- ☐ Other Housing
- ☐ Tenant Organizing
- ☐ Transitional Housing

Public Safety
- ☐ Adult Offender/Ex-Offender Services/Rehabilitation
- ☐ Child Abuse/Neglect
- ☐ Children & Youth Safety Programs

- ☐ Community Policing/Community Patrol
- ☐ Conflict Resolution/Mediation
- ☐ Crime Awareness/Crime Avoidance
- ☐ Elder Abuse/Neglect
- ☐ Family Violence
- ☐ Improvement of Household Security
- ☐ Juvenile Justice, Delinquency, Gangs
- ☐ Legal Assistance
- ☐ Neighborhood Watch/Block Watch
- ☐ Other Public Safety
- ☐ Safe Havens
- ☐ Safety/Fire Prevention/Accident Prevention
- ☐ Sexual Abuse/Rape
- ☐ Victim/Witness Assistance

ATTACHMENT D: Performance Measure Worksheet   (eGrants Performance Measures Section)

Please fill in the performance measure information for each section.
General Info
Performance Measurement Title:

Measure Category (choose one):
    Needs and Service Activities
    Participant Development
    Strengthening Communities

Service Category addressed by this Performance Measure Worksheet (see Attachment A, Service Categories):
Needs and Activities
Briefly describe the need to be addressed (1-3 sentences):
Briefly describe how you will achieve this result (1-3 sentences):
How many AmeriCorps members will be participating in this activity?
How many days per week (on average) will this activity occur?
How many hours per day (on average) will this activity occur?
When does this activity begin?
When does this activity end?
Results
The outputs and outcomes you intend to track for a particular activity:
Result Type
Outputs are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.
Intermediate-outcomes specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.
Result: Output
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:

(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Result: Intermediate Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result. Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

ATTACHMENT E: Assurances and Certifications (eGrants Review, Authorize and Submit Section)

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a)   Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b)   Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c)   Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d)   Definitions

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e)   Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f)   Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g)   Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h)   Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i)   Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

For AmeriCorps State and National Applicants ONLY

If you are not applying for a grant through AmeriCorps, you may ignore this section.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document "Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants" on the Corporation's website at: http://www.usdoj.gov/archive/fbci/effect-rfra.pdf.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a)Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;

- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.

- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation's regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;

- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;

- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;

- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;

- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;

- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;

- Has not violated a Federal criminal statute;

- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;

- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;

- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;

- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;

- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or

- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False

certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a drug-free workplace statement that:

    a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;

    b. Specifies the actions that the grantee will take against employees for violating that prohibition; and

    c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:

    a. The dangers of drug abuse in the workplace;

    b. The grantee's policy of maintaining a drug-free workplace;

    c. Any available drug counseling, rehabilitation, and employee assistance programs; and

    d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:

    a. Taking appropriate personnel action against the employee, up to and including termination; or

    b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification - Grant Review Process (State Commissions Only)
I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

For AmeriCorps State and National Direct Applicants ONLY

If you are not applying for a grant through AmeriCorps, you may ignore this section.

Erroneous certification or assurance
The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance
You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Definitions
The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements
You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard
Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES AND CERTIFICATIONS
ASSURANCE SIGNATURE: **NOTE: Sign this form and include in the application.**

SIGNATURE:

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

CERTIFICATION SIGNATURE: **NOTE: Sign this form and include in the application.**

SIGNATURE:

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- Certification: Debarment, Suspension and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

ATTACHMENT F: Budget Worksheet (eGrants Budget Section)

Section I. Program Operating Costs

A.   Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
			Totals			

B.   Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

C.1.   Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

C. 2.   Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

D.   Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
		Totals			

E.   Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Totals			

F.   Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

G.1.   Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

G.2.   Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

H.   Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

I.   Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

	Total Amount	CNCS Share	Grantee Share
Subtotal Section I:			

Section II.   Member Costs

A.   Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						

Minimum Time (300 hrs)						
			Totals			

B.   Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		Totals			

	Total Amount	CNCS Share	Grantee Share
Subtotal Section II:			
Subtotal Sections I + II:			

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

B.   Federally Approved Indirect Cost Rate Method

Cost Type	CostBasis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	**Total Amount**	**CNCS Share**	**Grantee Share**

Budget Total: Validate this budget Required Match Percentages:	**Total Amount**	**CNCS Share**	**Grantee Share**

ATTACHMENT H: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements.

In Compliance?	Section I. Program Operating Costs
Yes __ No __	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
Yes __ No __	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes __ No __	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes __ No __	Brief position descriptions are provided for each staff member listed in the budget?
Yes __ No __	All positions in the budget are fully described in the narrative?
Yes __ No __	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes __ No __	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes __ No __	The purpose for all staff and member travel is clearly identified?
Yes __ No __	You have budgeted funds for staff travel to CNCS sponsored meetings in the budget narrative?
Yes __ No __	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
Yes __ No __	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes __ No __	All single equipment items over $5000 per unit are specifically listed?
Yes __ No __	Justification/explanation of equipment items is included in the budget narrative?
Yes __ No __	All single supply items over $1000 per unit are specifically listed?
Yes __ No __	You only charged to the federal share of the budget member service gear, with the exception of safety equipment, that includes the AmeriCorps logo?
Yes __ No __	Are all consultant services budgeted below the maximum federal daily rate of $617/day? Is the daily rate noted in all sections of the budget narrative where consultants are proposed?
Yes __ No __	Does the budget reflect adequate budgeted costs for project evaluation?
Yes __ No __	Have you provided budgeted costs for background checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205?
Yes __ No __	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section II. Member Costs
Yes __ No __	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as indicated in the chart in the budget instructions.

	Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement.
Yes __ No __	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. Divide the distribution in equal increments that are not based on the specified number of hours served.
Yes __ No __	Is FICA calculated correctly? You must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, calculate FICA at 7.65% of the total amount of the living allowance.
Yes __ No __	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Check with your local State Department of Labor or State Commission to determine whether or not you are required to pay worker's compensation and at what level (i.e., rate). If you are not required to pay worker's compensation, you need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
Yes __ No __	Health care is provided for full-time AmeriCorps members only (unless part-time serving in a full-time capacity)? If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own.

In Compliance?	Section III. Administrative/Indirect Costs
Yes __ No __	Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0638.
Yes __ No __	Applicant has chosen Option A – Corporation fixed percentage method and the maximum grantee share is at 10% or less of total budgeted funds?
Yes __ No __	Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file? Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.
Yes __ No __	Applicant has chosen Option B – The maximum grantee share is at 10% or less of total budgeted funds, less the 5% CNCS share?

In Compliance?	Match
Yes __ No __	Is the overall match being met at the required level, based on the year of funding?
Yes __ No __	For all matching funds, the source(s) [private, state and local, and federal], the type of contribution (cash or in-kind), and the amount (or an estimate) of match, are clearly identified in the narrative?

ATTACHMENT I: SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB NO. 1894-0010 EXP 5/31/2009

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:

_____

Applicant's DUNS Number:

_____

Federal Program: _____ **CFDA Number:** _____

1. Has the applicant ever received a grant or contract from the Federal government?

☐ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☐ No

3. Is the applicant secular organization?

☐ Yes ☐ No

4. Does the applicant have 501(c)(3) status?

☐ Yes ☐ No

5. Is the applicant a local affiliate of a national organization?

☐ Yes ☐ No

6. How many full-time equivalent employees does the applicant have? *(Check only one box).*

☐ 3 or Fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☐ 6-14 ☐ over 100

7. What is the size of the applicant's annual budget?

(Check only one box.)

☐ Less Than $150,000

☐ $150,000 - $299,999

☐ $300,000 - $499,999

☐ $500,000 - $999,999

☐ $1,000,000 - $4,999,999

☐ $5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicant

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0010**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** *Amy Borgstrom*, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

ATTACHMENT J: Beale Codes and County-Level Economic Data

Rural Community

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	**Metropolitan Type**	**Description**
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible *to apply* for the alternative match.

Severely Economically Distressed Community

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
www.econdata.net	**Econdata.Net**: This site Links to a variety of social and economic data by states, counties and metro areas.
http://www.bea.gov/regional/	**Bureau of Economic Analysis' Regional Economic Information System (REIS):** Provides data on per capita income by county for all states except Puerto Rico.
www.census.gov/hhes/www/saipe/index.html	**Census Bureau's Small Area Poverty Estimates**: Provides data on poverty and population estimates by county for all states except Puerto Rico.
www.census.gov/main/www/cen2000.html	**Census Bureau's American Fact-finder**: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
www.bls.gov/lau/home.htm	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):** Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	**US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):** Provides urban rural code for all counties in US.
www.census.gov/hhes/www/saipe/index.html	**Census Bureau's Small Area Poverty Estimates: Provides data on poverty and population estimates by county for all states except Puerto Rico.**
www.census.gov/main/www/cen2000.html	**Census Bureau's American Fact-finder: Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.**

WEBSITE ADDRESS	EXPLANATION
www.bls.gov/lau/home.htm	**Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS): Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.**
http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/	**US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes): Provides urban rural code for all counties in US.**